



Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

COMMUNITY DEVELOPMENT  
BUILDING SERVICES DEPARTMENT  
PHONE: (770) 429-4554 FAX: (770) 429-4548  
2529 J.O. Stephenson Avenue, Kennesaw, GA 30144

## OCCUPANCY PERMIT APPLICATION

**\*\*This permit does not allow changes to structure or construction work being done that would require permits by a licensed Contractor (plumbing, heating, electrical, building, etc) \*\*\***

### Step 1: Complete the Following Information

APPLICANT/CONTACT NAME: \_\_\_\_\_ Email Address: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

DETAILED NATURE OF BUSINESS: \_\_\_\_\_

PHONE: OFFICE: \_\_\_\_\_ CELL: \_\_\_\_\_

### Step 2: Bring completed application to Kennesaw Planning and Zoning for verification of use type (770-590-8268).

This may require up to 5 days for review to ensure your business use meets requirements for the location.

LAND LOT/PARCEL \_\_\_\_\_ ZONING \_\_\_\_\_ INTL APPROVAL BY ZONING DEPT. \_\_\_\_\_

### Step 3: If approved by Zoning, Submit business license information to the business license clerk at City Hall Main Entrance and verify no other approvals/information is needed by them prior to CO being issued. (Example: alcohol sales)

### Step 4: Other Agencies

\_\_\_ Call the Cobb County Fire Marshal's Office (770-528-8310) and Cobb Water (770-419-6327) – They will direct you on their procedures based on the previous occupancy of the space.

\_\_\_ Check with the Department of Public/Environmental Services for any food service, salon, or medical facility to obtain their procedures (770-435-7815).

#### Per Fire Marshal's Direction – check one:

☐ **NAME/OWNER CHANGE** (where type of business remains the same and no construction is occurring) – Complete CCFM Information Change Form found on their website at: <http://www.cobbfire.org/> Cobb County Commercial Permit Application Form (Page 2 of this form goes to Cobb Water) and Information Change Form. Once approved by both agencies, verification will be sent by them to the City of Kennesaw.

☐ **NEW BUSINESS TYPE** – Make an appointment to take copies of floor plan (drawing of space you are occupying) to them for approval. They will give you direction on what needs to be on the plan and if there are any fees due for their review. Go to their website, <http://www.cobbfire.org/>, to obtain the Cobb County Commercial Permit Application.

### Step 5: Submit completed application to Kennesaw Building Services

Bring application, approved floor plan and health department approval (if applicable) to the building services department to be issued a permit number. **Fees will be \$50.00 Permit Fee + \$10 Technology Fee**

**Step 6: Schedule onsite inspections of your space.** Building Services can schedule for the next appropriate business day after permit is issued. Applicant will be responsible for scheduling all other inspections required and supply the agencies with their permit number as necessary.

### Step 7: Certificate of Occupancy issued to Business License

After approval for all inspections have been received by Building Services (CCFM will send to us via email), **WITHIN 5 BUSINESS DAYS FROM LAST APPROVED INSPECTION**, the CO will be prepared and given to Kennesaw Business License Department for processing of License. After 5 business days, you can contact the business license department at 770-424-8274 to find out when license will be available and what the license fees are.